

INSTRUCTIONS FOR EDUCATION PROVIDERS ~ ROSTER STUDENTS TO A COURSE ~

It is important that you roster individuals who take a course with you as soon as possible after the course completion. When you complete the rostering process, the online system places a certificate record on the individual's record. This record is required when the individual applies for or renews their license/certification online.

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

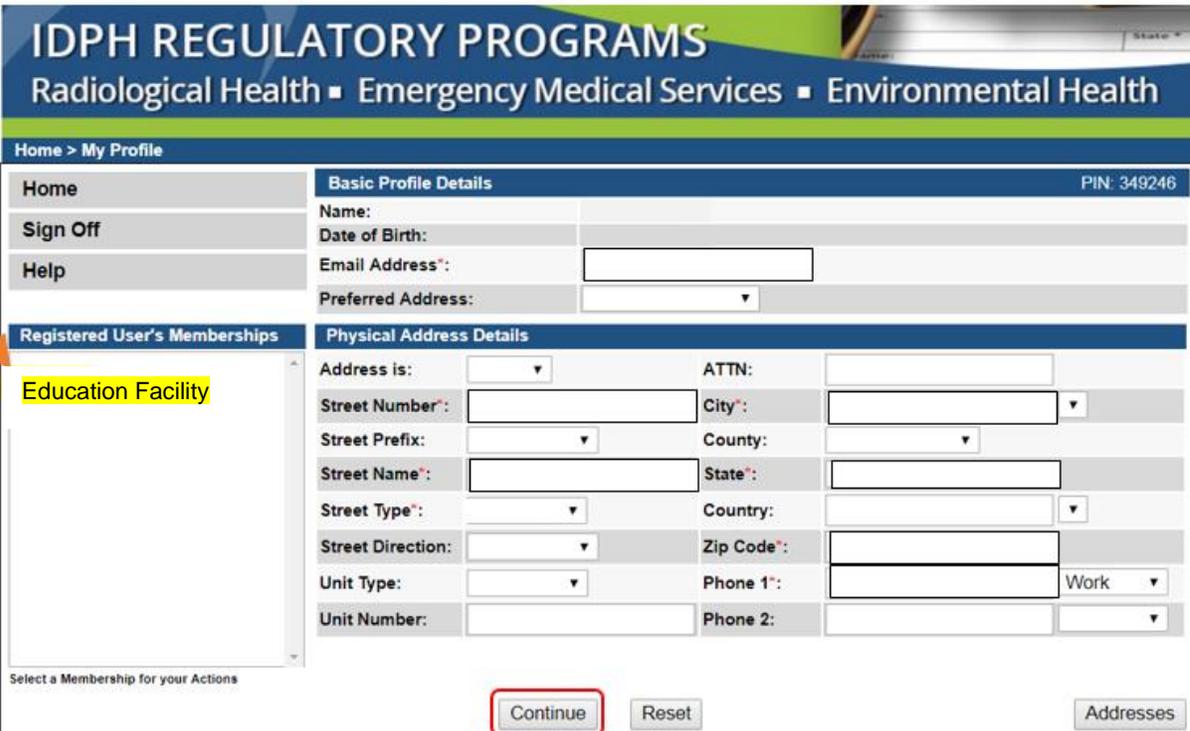
These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs page and follow the "How to create an account" instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

STEP 1: SELECT YOUR EDUCATION FACILITY

1) Sign in to your existing account. If you have not created an account yet, visit <https://idph.iowa.gov/regulatory-programs/backflow> and follow the instructions to create an account.

2) Click on the name of your education facility as it appears on left side under "Registered User's Memberships" then click "Continue"  under your profile.



The screenshot shows the IDPH Regulatory Programs website. The header includes "IDPH REGULATORY PROGRAMS" and "Radiological Health ■ Emergency Medical Services ■ Environmental Health". The user is logged in to "My Profile" (PIN: 349246). The left sidebar shows "Registered User's Memberships" with "Education Facility" highlighted in yellow and an orange arrow pointing to it. The main content area shows "Basic Profile Details" and "Physical Address Details" with various input fields for name, date of birth, email, address, street, city, county, state, zip code, and phone numbers. A "Continue" button is highlighted with a red box at the bottom of the page.

STEP 2: VIEW EDUCATION FACILITY DETAILS

1) Click **Details** on the row for your Education Facility record.

The screenshot shows the IDPH Regulatory Programs website. The main navigation bar includes 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. Below this is a breadcrumb trail 'Home > My Programs' and a list of menu items: Home, Public Search, My Profile, New Company Registration, Apply for a Program, Sign Off, and Help. A section titled 'Programs for Total Backflow Resources' contains a table with columns: License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. The first row shows 'Education Facility' with status 'Active' and issue date '01/05/2017'. The 'Details' link in this row is highlighted with a red box, and an orange arrow points to it from the right. A 'Make Payment' button is visible at the bottom right of the table area.

2) On the Details page, click **Add Certification** at the bottom of the screen.

The screenshot shows the 'Education Facility - BFTI' details page. It features a sidebar with 'Home', 'Sign Off', and 'Help'. The main content area includes a table for 'Education Facility - BFTI' with columns: License #, Application Date, Issue Date, Expiry Date, Status, and Description. Below this are sections for 'People Details', 'Application Form', 'License Processes', 'Fees', and 'Attachments'. The 'License Processes' section has expandable sections for 'Application Review' and 'Course'. The 'Fees' section includes a 'Fee List' and a 'Payment' table. At the bottom, there are buttons for 'Add New Attachment', 'Upload Attachments', 'Add Certification' (highlighted with a red box), and 'Back'. The 'Total Due' is shown as \$0.00 with a 'Receipt' button.

This will open a screen where you will link the individual to your account, and also record their attendance at your course. You will not need to roster them to a specific class session, just to the overall approved course.

The rostering/certificate process will involve 3 steps outlined on the following page(s).

STEP 4: ADD ROSTER

1) Select the course you are rostering to by checking the box to the left of the course name.

2) Click **Select Checked Certification**.

The screenshot displays the 'Backflow Prevention' application interface. At the top, there is a navigation breadcrumb: 'Home > My Programs > Program Details > Certification'. Below this, there are buttons for 'Home', 'Sign Off', and 'Help'. The main content area is divided into two primary sections: 'Select Certification' and 'Roster Attendees'.
The 'Select Certification' section contains a table with two rows: 'Continuing Education' (5 hour CE Course) and 'Initial Course' (32 Hour Initial Course). Both rows have a checked checkbox in the left margin. A red box highlights these checkboxes, with a green arrow labeled '1' pointing to them. Below this table is a button labeled 'Select Checked Certification', which is also highlighted with a red box and a green arrow labeled '2'.
The 'Roster Attendees' section features a table with four columns: 'PIN', 'License #', 'First Name', and 'Last Name'. A red box highlights the entire table area, with a green arrow labeled '3' pointing to it. To the right of the table are 'Search' and 'Reset' buttons, with 'Search' highlighted by a red box. Below the table is a button labeled 'Roster People Record', highlighted with a red box and a green arrow labeled '4'.
At the bottom of the interface, there is a 'Certification' section with a table header including 'PIN', 'Attendee', 'Exam Date', 'Score', 'Result', 'Group Name', 'Course Name', and 'Ses'. Below this table are buttons for 'Remove Certification', 'Add Attendee' (highlighted with a red box and a green arrow labeled '5'), 'Save' (highlighted with a red box and a green arrow labeled '6'), and 'Back to Program Detail'.

3) To add individuals to your education facility, begin by entering their PIN, or First Name and Last Name in the **Roster Attendees** box and click **Search**. (Using a PIN will produce more accurate search results.)

4) A list of individuals will appear in the box. Check the box next to the name of the individual you wish to add, and click **Roster People Record**.

Tips for searching individuals:

- Only search by first and last name, as all records may not yet be in the new database system during the rostering process.
- Entering the license number may not provide a result.
- Current licenses start with BPAT.
- It may be easier to search by last name only as there could be variations of an individual's first name if they have used a nickname.
- The individual will need to have a personal account in the system. If they have not yet created one you will not find their information. See instructions on "How to Create an Account" to assist students with this process.

Certification						
	Attendee	Exam Date	Score	Result	Group Name	Certification Name
<input type="checkbox"/>	▼	06/02/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/02/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/02/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/02/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/02/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/20/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/20/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>	▼	06/20/2017	0.00	Pass ▼	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education

Remove Certification **Add Attendee** 6 **Save** Back to Program Detail

5) Click Add Attendee

Complete the fields as follows:

Attendee – Select the student from the dropdown. If you do not find their name in the dropdown, you need to go back to Step 2 and roster them.

Exam Date – Enter the last day of the course session the student attended. Ex. If the student attended a course from 1/9/2017 to 1/13/2017, enter 1/13/2017.

Score – Put in score as applicable. If there is no score, just put in 0

Result – Select the proper selection for the individual. Note – Pass will need to be selected in order for the individual to successfully complete the backflow license process.

Group Name & Certification Name – This will automatically fill in.

Note: If you do not see the correct individual, please go back to Step 1 and reselect the correct check box. If you are able to see the individual’s name in the dropdown, you do not need to repeat Step 2.

Students will continue to be rostered to the overall course, so this certification list and the Attendee dropdown list will continue to grow. You will be able to recognize what session date the individual attended by the end date entered in the Exam Date field.

6) Click Save after adding and completing Certifications for all attendees.